

MERCER COUNTY CLERK WEDDING/CIVIL UNION CEREMONY

INFORMATION FACT SHEET

In order to facilitate that your efforts to have the Honorable Paula Sollami Covello perform a civil wedding/union ceremony, the attached official request form must be completed and returned no later than two (2) weeks prior to the requested wedding/union date.

REQUIRMENTS FOR MARRIAGE /CIVIL UNION

No marriage ceremony can be performed by the County Clerk without having an official completed marriage license issued by the municipality where either the bride or groom resides at the time of the ceremony.

CEREMONY DONATION FEES

The clerk dontates any contributions she receives for performing wedding ceremonies to several Mercer County charities. Although a \$50 contribution is recommended, it is not mandatory Please feel free to give whatever amount you are comfortable with. You may choose from the following list of are charities:

American Heart Association

Girl Scouts of Delaware-Raritan, Inc

Homefront

HWMA – Mentor Me Program

Megan Nicole Kanka Foundation

NJ Center for Life Science

Simone Protective Cancer Institute

Womanspace

CLERK'S AVAILABILITY TO PERFORM MARRIAGE/CIVIL UNION CEREMONIES

Mercer County Clerk Paula Sollami Covello is available to perform civil marriage ceremonies in the County Clerk's Office at the Old Courthouse Annex (209 South Broad Street) during normal business hours, Monday through Friday by appointment only. Exceptions to this rule will be made only if the Clerk's circumstances and schedule permit. To schedule an appointment, please contact Tammy Barringer at the County Clerk's office 609-989-6998.

Note: For marriage ceremonies performed at the Old Court House, please remember that parking is difficult in the general area. Please allow for extra time to park your car and attend the ceremony in time.

Every Spring and Fall, the County Clerk performs wedding ceremonies at Sayen Gardens, 155 Hughes Drive, Hamilton Township NJ. In 2007, the Clerk will be at Sayen Gardens on **April 12** and **October 5**. For the Clerk to perform your wedding ceremony at Sayen Gardens, you must make your request in advance with the Clerk's Office and with Sayen Gardens at 609-890-3874.

**MERCER COUNTY CLERK CIVIL MARRIAGE CEREMONY REQUEST
FORM**

Name of Prospective Bride/Partner _____

Address _____

Township & Zip Code _____

Phone Number _____

Name of Prospective Groom/Partner _____

Address _____

Township & Zip Code _____

Phone Number _____

Requested Wedding Date:

(Monday/Friday/Special) _____

Time Requested

(between 8:30 a.m. – 4:30 p.m) _____

Saturday Wedding Ceremony at Sayen Garden Request

For _____, at _____ p.m.

Garden Location Preference _____

Wedding Ceremony Requirements Checklist

____ Marriage/Civil Union License to be dropped off to the Clerk's office at least **one day prior** to the ceremony

____ Two (2) witnesses

Contact person: _____

Date of Request (Today's date) _____, 200__

This form must be completed to 609/599-2972 or 609/989-1111 (fax), or e-mailed to
mailto:tbarringer@mercercounty.org.